

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. Next, it is important to gather relevant information and data. This can be done through research, consultation with experts, or by analyzing existing resources.

3. Once the information is gathered, the next step is to develop a plan or strategy. This involves breaking down the problem into smaller, manageable parts and determining the best approach to solve each part.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress as you go.

5. Finally, it is important to evaluate the results and make adjustments as needed. This involves reflecting on what worked well and what didn't, and using that information to improve future performance.

Smith, Matthew J

3672

Matthew J. Smith <i>Matthew Smith</i> (Assistant Examiner)	18Jan07 (Date)	 Jennifer H. Gay Primary Examiner (Primary Examiner)	Total Claims Allowed: 27
 (Legal Instruments Examiner)	 (Date)		